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Due to multiple respiratory illnesses, Jefferson Healthcare is still highly encouraging the practice of infection protocols. You may attend this meeting virtually by accessing the information below or in person in the Sheridan Conference Room at 915 Sheridan Street. Limited seating is available.

Time:	WELCOME	Who:
2:00pm	<p>Call to Order The meeting was called to order at 2:00pm by Board Chair Buhler Rienstra. Commissioners in attendance included Commissioners McComas, Koff, Dressler and Ready. Also, in attendance were Mike Glenn, CEO; Tyler Freeman, CFO; Jake Davidson, COO; Brandie Manuel, CPSQO; Tina Toner, CNO; Dunia Faulx, CPAO; and Shannon Groff, Executive Assistant.</p> <p>This meeting was officially audio-recorded by Jefferson Healthcare.</p>	Commissioner Buhler Rienstra
	<p>Approve Agenda Commissioner McComas made a motion to approve the agenda. Commissioner Dressler seconded. Action: Motion passed unanimously.</p>	Board of Commissioners
	FOCUS REPORT	
2:00pm	<p>Annual Hospice Report & QAPI Plan David Hunsley provided his annual Hospice Report and Quarterly QAPI Plan. It included an overview of Home Health and our ACHC, who is our accrediting body. We reviewed the 2024 accomplishments, their 2024 census from January 2024 to October 2024. The strengths that the Home Health team has as a whole and individually to provide exceptional care to our patients and community. We reviewed the NRC Health HHCAHPS survey results and did a comparison from Q4 2023, Q1 2024, Q2 2024 and Q3 2024. We reviewed the weaknesses that the team has overcome, the opportunities within the department, and David shared a photo of their Employee Picnic that happened in September.</p>	David Hunsley, Director of Home Health, Hospice & Palliative Care
2:30pm	<p>Patient Story Tina Toner, CNO presented her October patient story, which was a letter that recognized our Infusion Center. A patient wrote a letter to the team explaining that they are thankful for the life that they had. This patient has since passed away but left such an impact on the team.</p>	Tina Toner, Chief Nursing Officer

PUBLIC COMMENT		
2:45pm	<p>Public comments are welcome orally, with a 3-minute limit, or may be submitted via email at commissioners@jeffersonhealthcare.org, or written and addressed to Commissioners at 834 Sheridan Street, Port Townsend, WA 98368. Written submissions must be received by 5:00pm the day prior to the meeting.</p> <p>There was no public comment made.</p>	
CONSENT AGENDA		
2:55pm	<p>Minutes: Action Requested</p> <ul style="list-style-type: none"> September 25, 2024 Regular Session October 16, 2024 Special Session 	Board of Commissioners
3:00pm	<p>Required Approvals: Action Requested</p> <ul style="list-style-type: none"> Resolution 2024-23 Canceled Warrants Resolution 2024-24 Tort Claim September Warrants and Adjustments Medical Staff Credentials / Appointments / Reappointments <p>Commissioner Ready made a motion to approve the Required Approvals. Commissioner Kolff seconded. Action: Motion passed unanimously.</p>	Board of Commissioners
BUDGET HEARING		
3:05pm	<ul style="list-style-type: none"> 2025 Operations Budget Summary 2025 Capital Budget Summary <p>Board Chair Buhler Rienstra opened the 2024 Budget Hearing for the 2025 budget. Tyler Freeman, CFO, presented the 2025 Operations and Capital Budget. Discussion ensued.</p> <ul style="list-style-type: none"> Public Comment <p>There was no public comment made.</p> <ul style="list-style-type: none"> Commission Discussion <p>Discussion ensued.</p>	Tyler Freeman, Chief Financial Officer
3:35pm	<p>Adopt Resolutions: Action Requested</p> <ul style="list-style-type: none"> Resolution 2024-25 With/Without Property Tax Increase <p>Commissioner McComas made a motion to approve With Property Tax Increase. Commissioner Kolff seconded. Discussion ensued. Action: Motion passed unanimously.</p>	Board of Commissioners

	<ul style="list-style-type: none"> Resolution 2024-26 Fiscal Year 2025 Budget <p>Commissioner Kolff made a motion to approve resolution 2024-26 Fiscal Year 2025 Budget. Commissioner Dressler seconded. Discussion ensued. Action: Motion passed unanimously.</p> <p>Chair Buhler Rienstra closed the 2024 Budget Hearing for the 2025 budget.</p>	
3:50pm	<p>Break</p> <p>Commissioners recessed for break at 3:12pm Commissioners reconvened from break at 3:30pm</p>	
STANDING REPORTS		
4:05pm	<ul style="list-style-type: none"> Quality Report <p>Brandie Manuel, Chief Patient Safety and Quality Officer presented the October Quality Report, which highlighted our Patient Flow Committee. We reviewed the ED Throughput Measures (average times), our timeline from start to finish, the process from a high level, the ED Throughput Measures from last year (2023) to current, in the words of our patients related to Ambulatory Care, and the Patient Safety & Quality Projects and Focus Areas.</p>	Brandie Manuel, Chief Patient Safety & Quality Officer
4:20pm	<ul style="list-style-type: none"> Financial Report <p>Tyler Freeman, Chief Financial Officer, presented the September Financial Report, which included operating statistics, an income statement summary, cash and accounts receivable, and a preview of October 2024. Discussion ensued.</p>	Tyler Freeman, Chief Financial Officer
4:35pm	<ul style="list-style-type: none"> Construction Report <p>Jake Davidson, Chief Operating Officer provided a project update, which included a photo collage from the last few days. The vault structure/cement pour is now completed! All sides of the walls are tested for pressure before they are tilted up. Jake gave an overview of the construction timeline and budget, our milestone timeline/dates, parking disruption updates and dates, as well as a map of the new building. Discussion ensued.</p>	Jake Davidson, Chief Operating Officer
4:50pm	<ul style="list-style-type: none"> Administrative Report <p>Mike Glenn, Chief Executive Officer, and Dunia Faulx, Chief Planning and Advocacy Officer, presented the October Administrative report, which included a Jefferson Affordable Care, a State Advocacy update highlighting our Dental Clinic, a Federal Advocacy update, and upcoming events around the organization and community. Discussion ensued.</p>	Mike Glenn, Chief Executive Officer

BOARD BUSINESS		
5:10pm	<ul style="list-style-type: none"> Organizational Chart <p>Commissioners evaluated the org chart. Discussion ensued.</p>	Mike Glenn, Chief Executive Officer
5:15pm	<ul style="list-style-type: none"> Appoint Independent Auditor <p>Commissioner Ready made a motion to continue with DZA as the independent auditor and allow them to conduct the annual financial audit for the Board. Commissioner McComas seconded. Action: Motion passed unanimously.</p>	Board of Commissioners
5:20pm	<ul style="list-style-type: none"> Board Report <p>Commissioner Kolff gave a Board of Health Report: The Jefferson County Department of Health is recruiting for a public health “user” to serve on the Board of Health and the Board of Health continues to do great work in the community.</p> <p>Commissioner McComas discussed the Jefferson Healthcare Foundation. He discussed his personal advantages of having Radiation Oncology services added to Jefferson Healthcare.</p>	Board of Commissioners
5:25pm	<ul style="list-style-type: none"> Agenda Evaluation <p>Commissioners evaluated the agenda. Discussion ensued.</p>	Board of Commissioners
5:30pm	<ul style="list-style-type: none"> Meeting Evaluation <p>Commissioners evaluated the meeting. Discussion ensued.</p>	Board of Commissioners
5:40pm CONCLUDE		
	<p>Commissioner Dressler made a motion to conclude the meeting. Commissioner McComas seconded. Action: Motion passed unanimously.</p> <p>Meeting concluded at 5:24pm</p> <p>Approved by the Commission: Chair of Commission: Jill Buhler Rienstra <i>Microsoft Teams Meeting</i></p> <hr/> <p>Secretary of Commission: Marie Dressler <i>Microsoft Teams Meeting</i></p>	

This Regular Session will be officially recorded. The times shown on the agenda are estimates only.